

M e m o r a n d u m

Date: August 17, 2010

To: Telecommunications Section
Attention: Captain J. Whiteford

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of Inspector General

File No.: 010.13424.11626.010

Subject: 2010 REMOTE SITE PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Telecommunications Section of departmental owned telecommunications equipment located at the Pacheco Pass remote site could not be verified. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that departmental inventory records are complete and accurate, a remote site containing state owned property assigned to your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of property assigned to your command and located at the Pacheco Pass remote site was completed by the Property Inspector (PI) on May 12, 2010. Using property records from the appropriate Office(s) of Primary Interest (OPI), the PI inspected all items listed under telecommunications (Attachment C). No property was found under the general inventory control (Attachment B).

According to the OPI inventory list, the Pacheco Pass remote site had a total property inventory population of two items. When comparing equipment recorded on the telecommunications property inspection list to equipment located at the Pacheco Pass remote site, both items reconciled and no discrepancies were noted (Attachment A).

When comparing equipment located at the Pacheco Pass remote site to the OPI inventory list, two items were located. These two items were assigned to the Department of General Services (DGS), but located at the Pacheco Pass remote site. The property inspection results of equipment located at the Pacheco Pass remote site are summarized in Attachment A.

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I request your command research and investigate the minor discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI to rectify the variance. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspector General by November 15, 2010.

In accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the California Highway Patrol's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspector General would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.



E. SANCHEZ, Captain
Interim Inspector General

Attachments

cc: Office of Assistant Commissioner, Staff
Information Management Division
Office of Inspector General, Audits Unit

ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL
OFFICE OF INSPECTOR GENERAL, AUDITS UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
PACHECO PASS (RS7308)**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Base Station-Transceiver	R60720		X				Indicates equipment at the DGS
Base Station-Transceiver	R86027		X				Indicates equipment at the DGS

ATTACHMENT B

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ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Pacheco Pass (RS7308)

ATTACHMENT C

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	R59191 Base Station - rack type	1459757	X					
2	R73462 Fixed Receiver - rack type	1454834	X					
EQUIPMENT TO INVENTORY LIST								
1	R60720 Base Station-Transceiver	15054			X			Indicates equipment at the DGS
2	R86027 Base Station-Transceiver	13007215			X			Indicates equipment at the DGS

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

SUPPORTING DOCUMENTATION

RS 7308-01

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

Asset Information

Asset # R60720

SN 15054

Model # RS-13535

Description TRANSCEIVER BASE STATION P0047H5276

Vendor Name

Warranty End

Asset Key TRANSCEIVER BASE STATION P0047H5276.RS-13535.NONE

Location DGS.00.00.0

Vehicle # 075639

Assigned to Vehicle LC# CHICO

Item Number

Look up by

☒ **Tag #** ☐ **Serial #**

Look up

Asset Information

Asset # R86027

SN 13007215

Model # T820-VHF

Description FIXED BASE STATION

Vendor Name DURHAM COMMUNICATION

Warranty End

Asset Key FIXED BASE STATION.T820-VHF.NONE

Location DGS.00.00.0

Vehicle # 72.62/7546

Assigned to Vehicle LC# Pacheco